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UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

ADP Systems Library - Task Team IX

Minutes of the Second Meeting, 14 October 1964

Members or Their Representatives Present

25X1A CIA - [REDACTED]  
DIA - [REDACTED]  
25X1A STATE - Mr. Alonzo J. Covell  
NSA - [REDACTED]  
25X1A AIR FORCE - Lt. Col. Robert R. McAnaw  
CSS - [REDACTED]

Others Present

None

1. The Chairman opened the meeting by providing members of the Team with some background regarding the draft DIA Instructions entitled ADP Program and File Catalogue which was sent to the various DOD elements on 16 September 1964. It was pointed out that the initial implementing Instructions for this proposed Instruction originated with the Sigint Committee some months ago. The subject was also considered by the SCIPS Study. As a result of one of the SCIPS Report recommendations, CODIB and subsequently USIB directed that the subject be expanded to include all appropriate files within the Intelligence Community. The Chairman commented on some of the purposes of such a library with the conversation of the group turning to one of the more important questions, namely, should such a library be centralized on an all-source basis, or should it be centralized but with a collateral catalogue which would not include Sigint or other special categories?

2. The group next addressed itself to some of the procedural problems that have not yet been resolved. In regard to the question of the composition of the membership, the Chairman indicated that both the Army and Navy CODIB members had indicated a desire to nominate an individual from their services to work with this Task group. No nominations had been received by the meeting

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Group I  
Excluded from automatic  
downgrading and  
declassification.

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date from these two services. It was agreed that agency member representatives could, with discretion, invite observers from their respective agencies if it were deemed useful to the agency or the individual involved. The Chairman suggested that someone from National Bureau of Standards might be a useful participant on this Task group, and he suggested that Ethel Merden of NBS be invited to the next meeting. The question of clearances and general security matters was raised, and it was agreed that this aspect of the problem had a serious effect on the final nature of the catalogues that might be produced as a result of this Task group's work.

3. The relationship of the DIA proposed Instructions to the deliberation of this Task group was considered. It was pointed out by the Chairman that the DIA Instructions are now in the hands of various DOD elements for comments which are expected back in the next few weeks. In the meanwhile, it is the desire of DIA that this proposed Instruction become part of the bigger framework of some paper on this subject which will be issued by CODIB. This then led to the discussion of the real impact of such an Instruction either at the CODIB or DOD level. It was pointed out that compliance in any event between various agencies is not mandatory since CODIB is advisory in nature. It was agreed however that CODIB recommendations could be a powerful influence to improve the operations between agencies, as well as within departments.

4. The group then turned to a discussion of the contents of the proposed DIA Instruction. It was first pointed out by the CIA representative that there was nowhere covered in the proposed regulation a security classification of the actual information being prepared (e.g., punched cards, probably) by the reporting organizations. This is different than item 10 "security classification" in the Data Description Format No. 4, which refers to the classification of the data being described, not of the material being reported. Deliberation was given to the real value of the transferability of either programs or data bases. Several problems were cited: the organizations providing a program or data base may incur a continuing obligation to up date them; the usefulness of programs which are data base oriented was questioned; even assuming that there is hardware compability in the first instance, which is not true, in many of the programs.

5. Conversation again turned to the question of the basic use and purpose of such a catalogue. It was agreed that the most obvious use was that of getting the people together who may have common requirements in this area. A second and clearly useful role of this catalogue would be the detection of undesirable duplication of both programs and/or data bases.

6. The topic of the comprehensiveness of the information to be covered was next considered. It was pointed out that if the request were made for a report containing great detail, there would probably be a low and/or unsatisfactory compliance. However, if the reporting procedures were made as simple as possible, high compliance might be expected. In view of this point, the CIA representative suggested that the group consider having a considerably

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lesser number of elements of information required from each agency.

██████████ suggested the following:

Data:

- a. Unique file identifier code
- b. Security classification of data
- c. Dates of info in file
- d. Descriptive Title (34+ characters)
- e. Make and model of machine (computer)
- f. Size of file (no. of logical records)
- g. Summary statement describing purpose of file and types of data controlled
- h. Telephone number and name of person to contact for more information.

Programs:

- a. Unique program identifier code
- b. Security classification of program
- c. Descriptive Title
- d. Program language
- e. Computer make and model
- f. Minimum configuration and special features required
- g. Abstract describing the program
- h. Telephone number and name of person to contact for more information.

After some discussion as to the relative merits of the complexity of the requirements, it was decided that the group would consider the above list with reactions to be provided at the next meeting.

7. The secretary pointed out that there has been some work done in this area in the past by the interagency ADP Committee as well as the Bureau of Standards. The Chairman asked that the secretary provide the group with appropriate information about this in the next meeting.

8. As a summary, the Chairman pointed out that the following points be considered at the next meeting:

- a. a continuation of the definition of this program
- b. a consideration of the instruction
- c. a consideration of the provision of security classification of the reported material
- d. a consideration of the method by which each agency could indicate how easy it would be to make the information available.

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9. The Chairman requested that a copy of each of the Task Team minutes be sent to him to insure appropriate cross correlation of information concerning the various Task Teams. The Chairman suggested that the next meeting take place at 10:00 A.M., 4 November 1964, Room 2E56, CIA Headquarters.

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Secretary

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